

People Making Technology Work™



Washington State Training

Session: WINASAP 2003

**Presenters: Chris Nguyen
Becky Boutilier**

Agenda

- ▶ **Advantages**
- ▶ **Design**
- ▶ **Installation/Download**
- ▶ **Machine Specifications**
- ▶ **Getting Started**
- ▶ **Resources**
- ▶ **Software Overview**



Advantages

- ▶ **Easy to use windows-based environment**
- ▶ **Maintains provider, patient and medical code data**
- ▶ **Electronic claim submission**
- ▶ **Direct telecommunication interface**
- ▶ **HIPAA Compliant**
- ▶ **Field tested**
- ▶ **Free**



Design

▶ **Basic Design Information**

- ◆ WINASAP2003 was designed to support the ANSI X12N transaction syntax
 - ▶ Provides submission of Washington Medicaid transactions via ACS EDI Gateway, Inc.
 - ▶ Capable of transmitting Professional, Institutional, Dental, and Nursing Home claims in the ANSI X12N 837 format
 - ▶ A generic non-client specific application that will encompass all requirements of the HIPAA Implementation Guides



Installation/Download

► Installing WINASAP2003

- ◆ Enroll with ACS EDI Gateway and request a CD-ROM. This includes the WINASAP 2003 application and User Manual.

OR

Download from <http://www.acs-gcro.com>. This includes the WINASAP2003 application, User Manual, and Quick Tips Guide.

- ◆ If WINASAP2003 does not load correctly or does not execute properly, please call ACS EDI Gateway Support Unit for assistance at 800.833.2051, Monday through Friday, 8 a.m. to 5 p.m. PST



Getting Started



WINASAP2003 -

File Reference Claims Tools Window Help

▶ Menu

- ◆ File -set up payer and trading partner data
- ◆ Reference -set up provider, patient and medical codes data
- ◆ Claims -generate Professional, Dental, Institutional and Nursing Home claims
- ◆ Tools -send claims, run reports, and receive response
- ◆ Window -arrange windows in WINASAP2003
- ◆ Help -access the help file

Machine Specifications

- ▶ **Windows 98 second edition or higher**
- ▶ **Pentium class processor**
- ▶ **CD-ROM**
- ▶ **25 megabytes of free disk space**
- ▶ **128 megabytes of RAM**
- ▶ **9600-baud modem**
- ▶ **Monitor resolution of 800 X 600 (ideal setting)**

Resources

▶ **ACS EDI Gateway Support Unit**

- ◆ 800.833.2051
- ◆ Monday through Friday
- ◆ 8 a.m. to 5 p.m. PST
 - ▶ Technical assistance with software, hardware, and transmission issues
 - ▶ Process requests for software
 - ▶ Request logon information
 - ▶ Assist with installation
 - ▶ Identify and troubleshoot problems



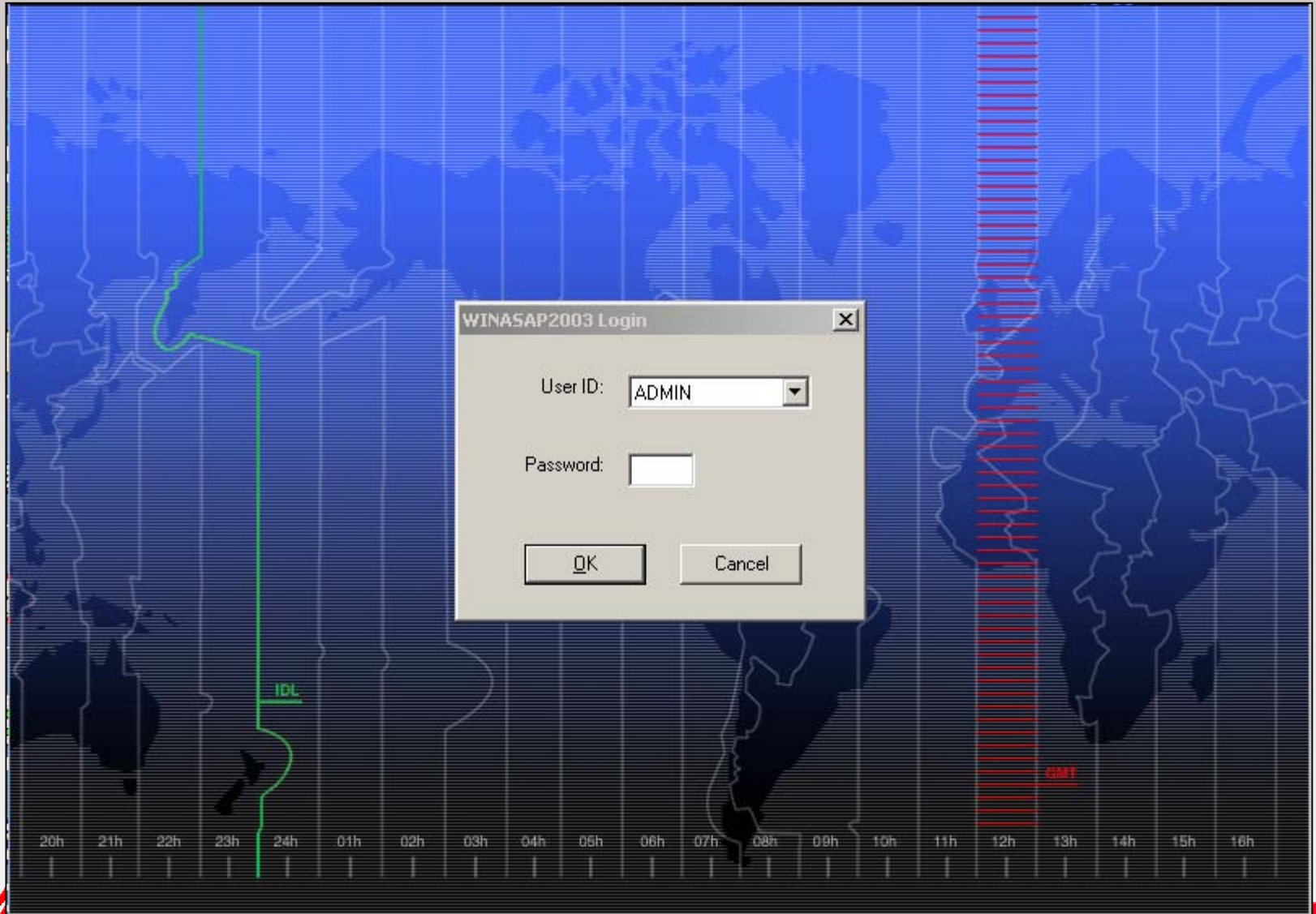
Resources

▶ **MAA Provider Support Unit**

- ◆ 800.562.6188
- ◆ Monday through Friday
- ◆ 8 a.m. to 5 p.m. PST
 - ▶ Billing instructions
 - ▶ Program and policy issues
 - ▶ Local Code questions
 - ▶ Rates



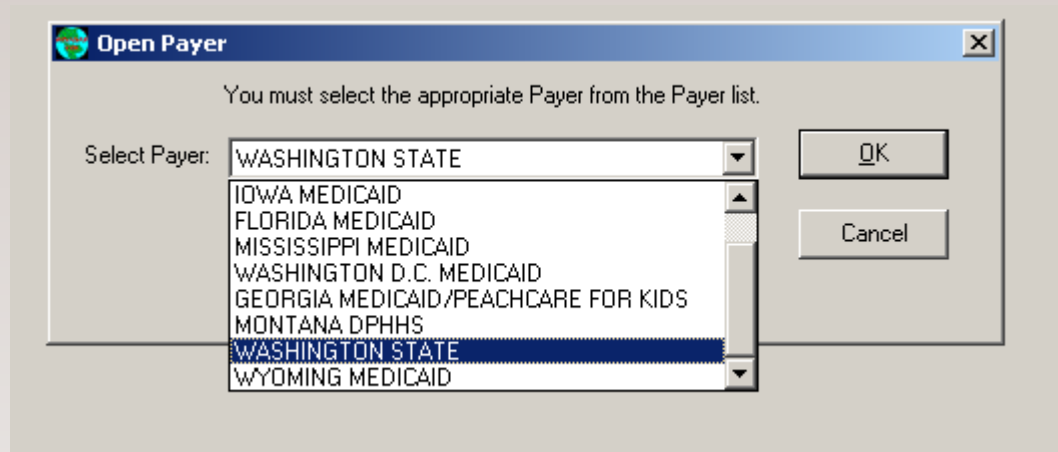
Overview: Login



Menu



Open Payer




Trading Partner Information

Trading Partner Information

Trading Partner Identification

Primary Identification: Secondary Identification:

Trading Partner Name

Entity Type: 

Organization Name:

Last Name:

First Name:

Middle Name:

Contact Information

Contact Name:

Telephone #: - Ext.

FAX #: -

Email:

Additional Contact Information

Contact Name:

Telephone #: - Ext.

Fax #: -

Email:

WINASAP2003 Communications

Host Telephone #:

User ID #:

User Name:

Provider List

Provider List

Provider ID #	Provider Name	Organization Name	City	St	Provider Telephone #
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Add Copy Change Inquiry Delete Cancel

Listing 0 of 0

Provider Data

Provider Data [Secondary Identification]

Provider Identification

Provider ID #:

Provider Taxonomy Code:

Provider Name

Entity Type:

Organization Name:

Last Name:

First Name:

Middle Name:

Suffix:

Provider Address

Address:

Address (cont'd):

City:

State:

Zip Code:

Contact Information

Contact Name:

Telephone #: () - Ext.

Fax #: () -

Email:

Additional Contact Information

Contact Name:

Telephone #: () - Ext.

Fax #: () -

Email:

Next Page Save Cancel

Provider Data

The screenshot shows a software window titled "Provider Data" with a tab labeled "Secondary Identification". The window contains eight identical input groups arranged in a 4x2 grid. Each group consists of a dropdown menu labeled "Identification Type:" and a text input field labeled "Identification Number:". The first group in the top-left has a blue highlight on the dropdown menu. At the bottom right of the window are three buttons: "Prev Page", "Save", and "Cancel".

Patient Data

File Reference Claims Tools Window Help

Patient List

Patient ID #	Patient Account No	Patient SSN	Patient Name	Sex	Date of Birth	Patient Telephone #
123345567	11234567890	111-11-111	me, talk	M	4/15/1978	345-6789

Add Copy Change Inquiry Delete Cancel

Listing 1 of 1

Patient Data



Patient Data [Minimize] [Maximize] [Close]

Patient Data | Insured's Data

Patient Identification

Patient ID #: Patient SSN: Patient Account #:

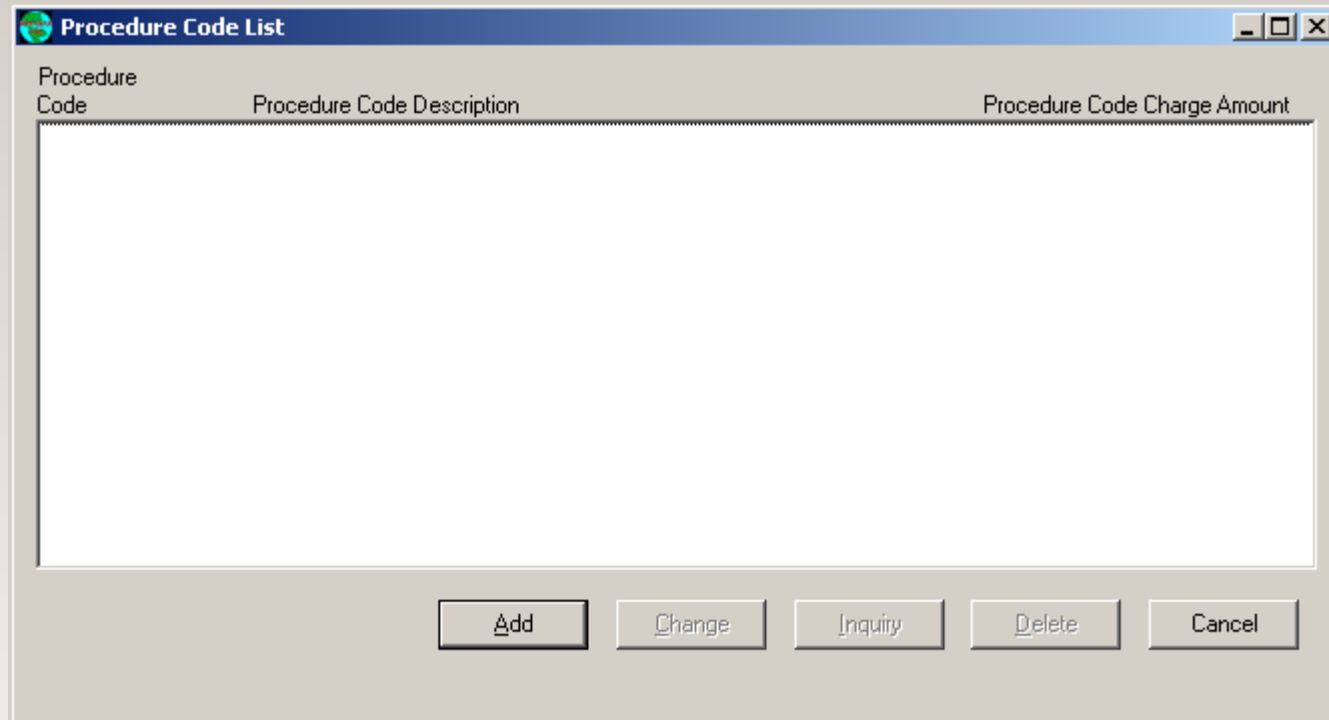
Patient Name and Demographic Information

Last Name: Date of Birth:  Medicare Recipient? ☐
First Name: Date of Death:  Is Patient Pregnant? ☐
Middle Name/Initial: Weight:
Suffix: Sex:

Patient Address Information

Address: Telephone #:
Address (con't):
City:
State: Zip:

Procedure Code List

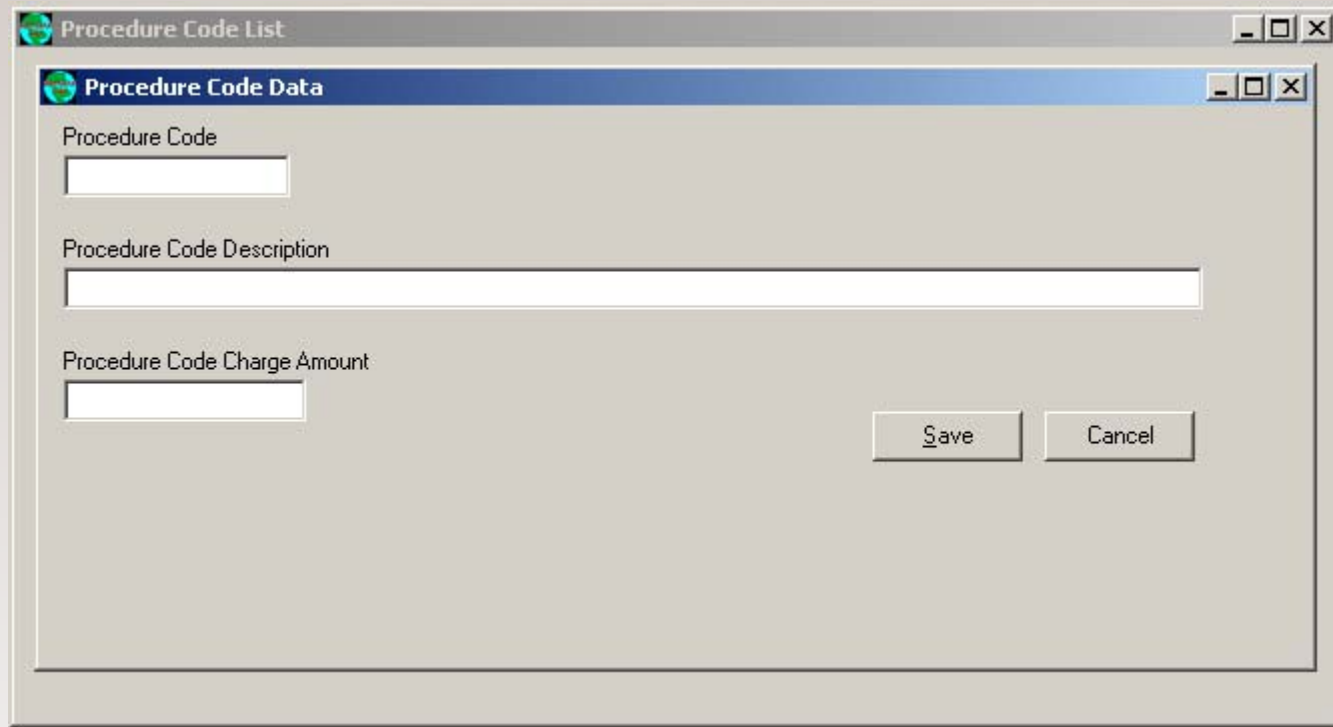


The screenshot shows a software window titled "Procedure Code List". It features a table with three columns: "Procedure Code", "Procedure Code Description", and "Procedure Code Charge Amount". The table is currently empty. Below the table, there are five buttons: "Add", "Change", "Inquiry", "Delete", and "Cancel".

Procedure Code	Procedure Code Description	Procedure Code Charge Amount
----------------	----------------------------	------------------------------


Buttons: Add, Change, Inquiry, Delete, Cancel

Procedure Code Data




The image shows a screenshot of a software interface. At the top, there is a window titled "Procedure Code List" with standard Windows window controls (minimize, maximize, close). Inside this window is a smaller, active dialog box titled "Procedure Code Data". The dialog box contains three input fields: "Procedure Code" (a short text box), "Procedure Code Description" (a long text box), and "Procedure Code Charge Amount" (a short text box). At the bottom right of the dialog box are two buttons: "Save" and "Cancel".

Professional Claim Data

 Professional Claim Data

Claim Data | Claim Codes | Claim Information | Claim Line Items

Bill Date: / /  User Batch # User Claim Number: Claim Status: ☐ Encounter Claim?

Patient Information

Patient ID: Patient Account #: Date of Birth: / / Sex:
Last Name: First Name: Middle Name/Initial:


Provider Information

Billing Provider ID: Pay-to Provider ID: Rendering Provider ID:
Signature on File: ☐ No ☐ Yes
Referring Provider ID 1: Referring Provider ID 2:
Supervising Provider ID: Purchased Service Provider ID:

Claim Data

Diagnosis Code 1 (Principal Diagnosis): Other Diagnosis Codes
2: 3: 4: 5:
6: 7: 8:
Place of Service:
Claim Frequency:
Type Code:

Professional Claim Data

 **Professional Claim Data**

Claim Data

Claim Codes

Claim Information

Claim Line Items

Claim Codes

Medicare Assignment Code:

Release of Information Code:

Patient Signature Source Code:

Special Program Indicator Code:

Delay Reason Code:

Claim Filing Indicator:

Claim Indicators

Participation Agreement Indicator:

☐ Non-Participating Provider Submission.

Homebound Indicator:

☐ Yes

Assignment of Benefits Indicator:

☐ Yes

Claim Amounts

Total Purchased Service Amount:

Patient Amount Paid:

Claim Numbers

Mammogram Certification Number:

Medical Record Number:

CLIA Number 1:

CLIA Number 2:

CLIA Number 3:

Prior Auth/Referral Qualifier 1:

Prior Auth/Referral Number 1:

Prior Auth/Referral Qualifier 2:

Prior Auth/Referral Number 2:

Other Claim Level Numbers


Next Page

Previous Page

Save

Cancel

Professional Claim Data

 Professional Claim Data

Claim Data | Claim Codes | Claim Information | Claim Line Items


Claim Information

Additional Claim Level Information

Miscellaneous Dates	Supplemental Info
Contract Info	Ambulance Transport Info
Spinal Manipulation Info	Vision Info
EPSDT Info	Home Health Info
Service Facility Info	Claim Note
Other Subscriber Info	Related Causes Info
File Info	

Next Page | Previous Page | Save | Cancel

Professional Claim Data


Professional Claim Data

Claim Data | Claim Codes | Claim Information | Claim Line Items

Claim Line Items

Service Date(s)
Service Qual
Proc Code
Procedure Modifiers
Unit Code
Units

// //

Charges
Diagnosis Code Pointers
Place of Service

Add line item

Additional Line Item Information

Attachment Info
Test Results
Miscellaneous Amounts
Other Payer Info
File Info

Drug Information
Home Oxygen Therapy Info
Miscellaneous Providers
Spinal Manipulation Info
Form ID Info

DMERC Condition Info
Service Facility Info
Medical Equipment Info
Miscellaneous Dates

Health Care Services Info
Miscellaneous Numbers
Ambulance Transport Info
Purchased Service Info

Contract Info
Miscellaneous Indicators
Line Item Notes
Line Adjudication Info

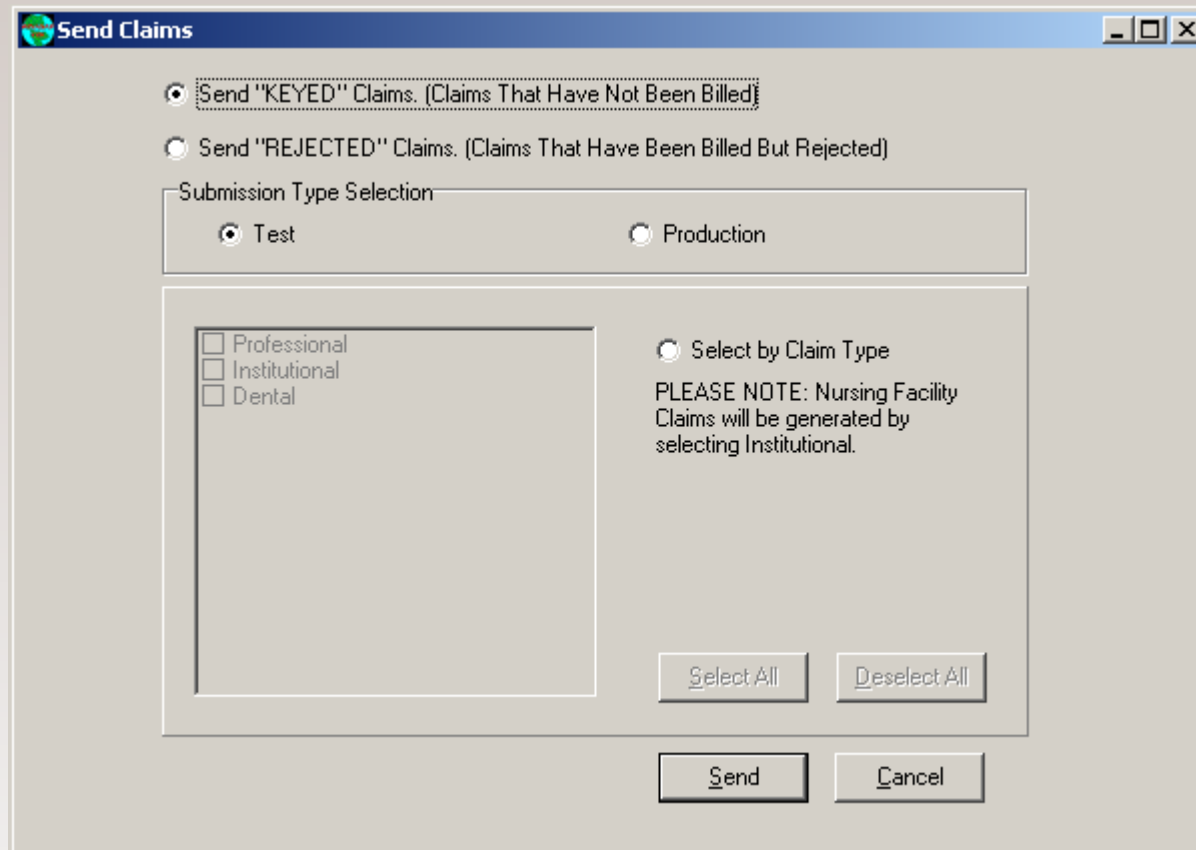
Delete Copy First Previous Next Last

#	Service Dates From To	Proc Code	1	Modifiers 2 3 4	Units of Service	Charges
1						
2						
3						
4						
5						

Total Claim Charges:

First Page Previous Page Save Cancel

Send Claims



The "Send Claims" dialog box is a standard Windows-style window with a title bar containing a globe icon and the text "Send Claims". It features standard window controls (minimize, maximize, close) in the top right corner. The main content area contains two radio buttons for selecting the type of claims to send: "Send 'KEYED' Claims. (Claims That Have Not Been Billed)" and "Send 'REJECTED' Claims. (Claims That Have Been Billed But Rejected)". Below these is a "Submission Type Selection" section with two radio buttons: "Test" and "Production". A large rectangular area contains a list of claim types: "Professional", "Institutional", and "Dental", each preceded by an unchecked checkbox. To the right of this list is a radio button labeled "Select by Claim Type". Below this radio button is a note: "PLEASE NOTE: Nursing Facility Claims will be generated by selecting Institutional." At the bottom of the dialog are four buttons: "Select All", "Deselect All", "Send", and "Cancel".

Send Claims

☒ Send "KEYED" Claims. (Claims That Have Not Been Billed)

☐ Send "REJECTED" Claims. (Claims That Have Been Billed But Rejected)

Submission Type Selection

☒ Test ☐ Production

☐ Professional
☐ Institutional
☐ Dental

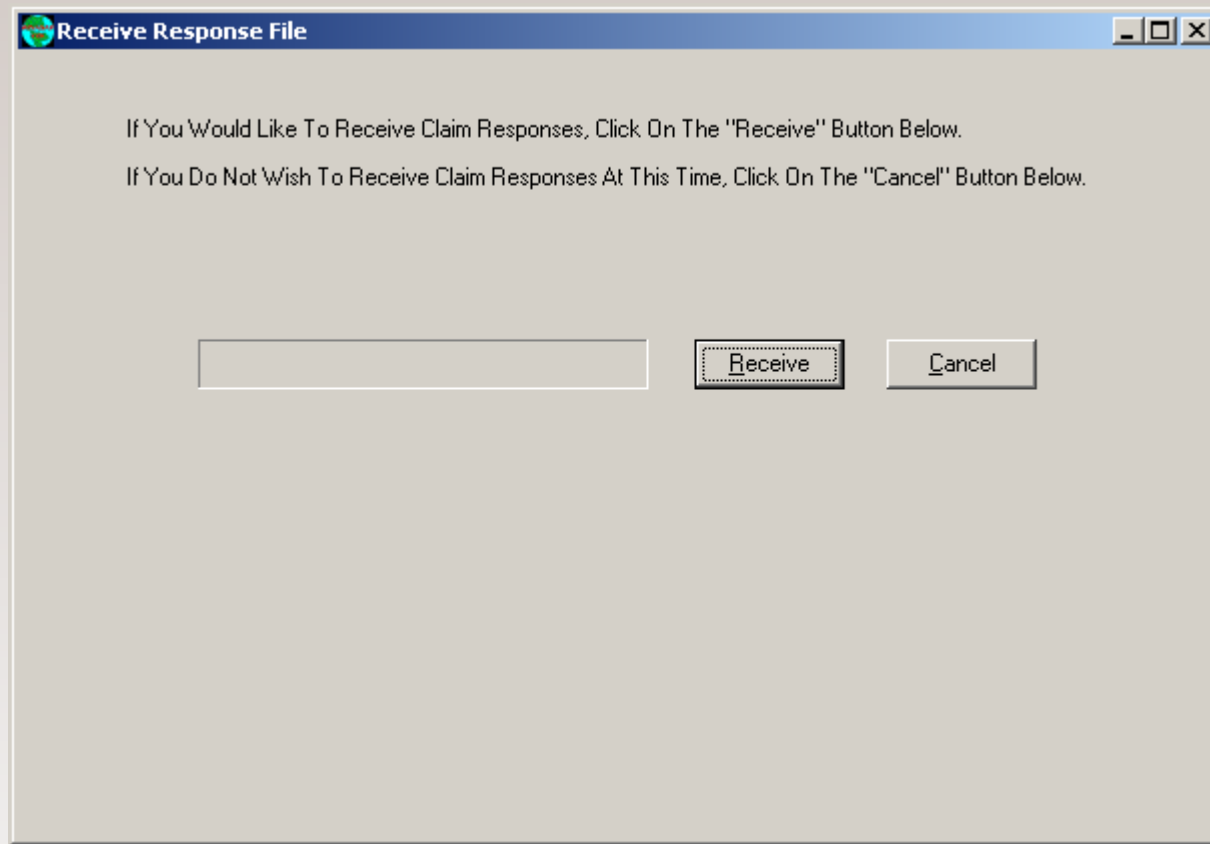
☐ Select by Claim Type

PLEASE NOTE: Nursing Facility Claims will be generated by selecting Institutional.

Select All Deselect All

Send Cancel

Receive Response File



Report Selection

Report Selection

SELECT THE DESIRED REPORT

- ☒ Claim Status Summary
- ☐ Claim Status Listing
- ☐ Claim Billing Detail (reprint from the last Transmit process)
- ☐ Claim Confirmation Report

SELECT THE CLAIM CONFIRMATION REPORT TO VIEW

SELECT ADDITIONAL REPORT SUB-SETTING CRITERIA FOR CLAIM SUMMARY LISTING

☐ Claim Status

Claim Status:

☐ Date of Service

Date Range

From: To:

☐ Patient ID

Patient ID #:

Claim Types

- ☐ Dental
- ☐ Institutional
- ☐ Professional

PLEASE NOTE: Nursing Facility
Claims will be reported by selecting
Institutional

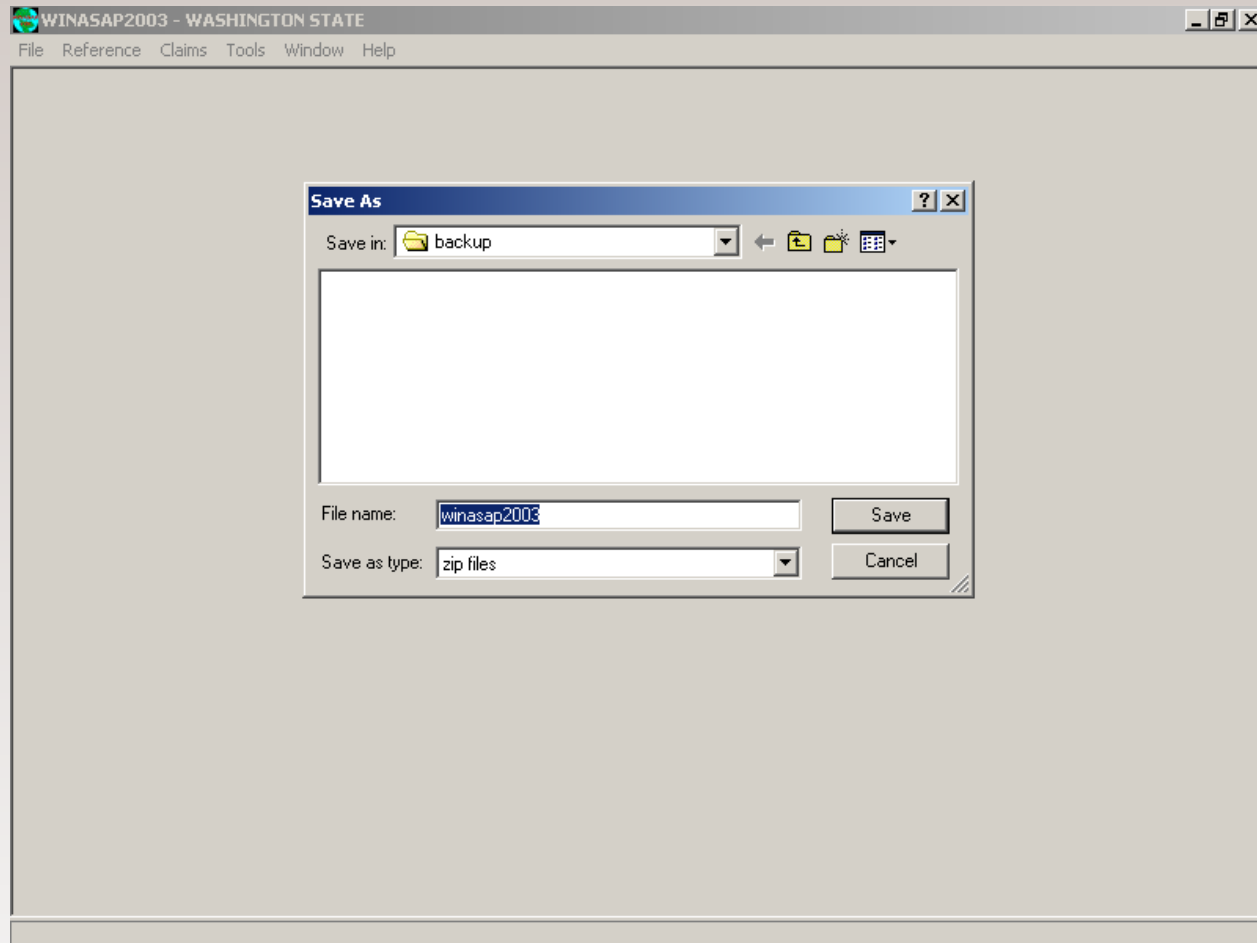
Select All

Deselect All

Run

Cancel

Back up Database



Purge Claims

Purge Claims

Cutoff Date: / /

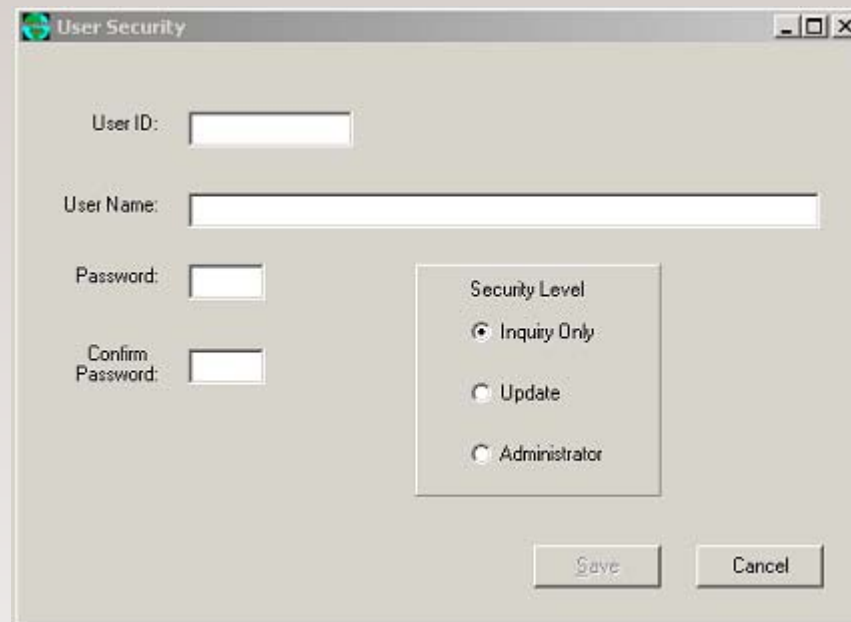
Claim Status Selection | Claim Type Selection

☒ Select by Claim Status ☐ Select All Status Codes

<input type="checkbox"/> Hold	<input type="checkbox"/> Rejected
<input type="checkbox"/> Keyed	<input type="checkbox"/> Denied
<input type="checkbox"/> Billed	<input type="checkbox"/> Paid
<input type="checkbox"/> Accepted	<input type="checkbox"/> Errored

Purge Cancel

User Security



A screenshot of a 'User Security' dialog box. The dialog has a title bar with a green icon and the text 'User Security'. It contains four text input fields: 'User ID:', 'User Name:', 'Password:', and 'Confirm Password:'. To the right of the 'Password:' and 'Confirm Password:' fields is a 'Security Level' section with three radio button options: 'Inquiry Only' (selected), 'Update', and 'Administrator'. At the bottom right are 'Save' and 'Cancel' buttons.

User ID:

User Name:

Password:

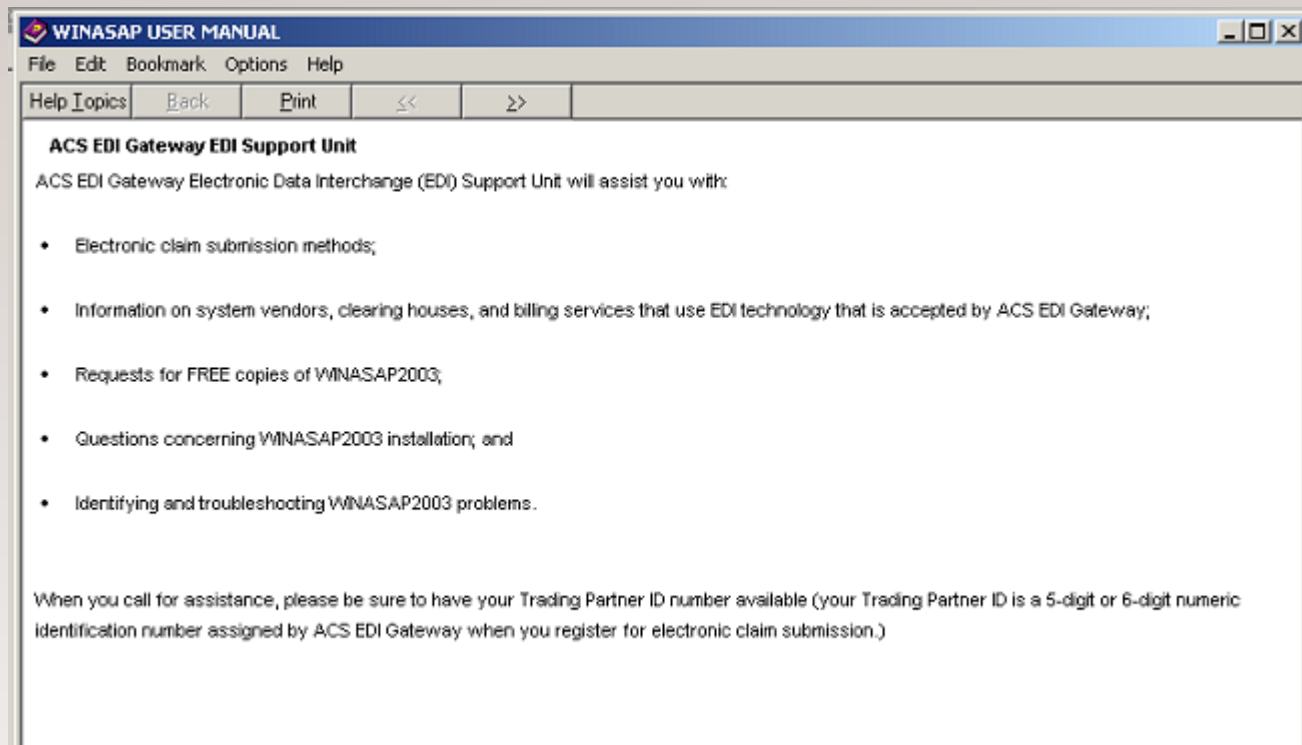
Confirm Password:

Security Level

- ☒ Inquiry Only
- ☐ Update
- ☐ Administrator

Save Cancel

Help



QUESTIONS



People Making Technology Work™



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